



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Administration/Budget

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Child Support Time Sheets

CUTOFF: EOSFY in which reimbursement completed

DESCRIPTION: Time sheet documentation used for federal reimbursement for time spent on child support cases.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23307

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Drug Court Detailed Invoices

CUTOFF: EOSFY

DESCRIPTION: Invoices for drug court payments that include detailed treatment information provided to each individual participant. Per the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), drug court invoices are kept separate from the actual invoices submitted for payment.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23306

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Title IV-D Reimbursement Documents

CUTOFF: EOSFY in which reimbursement completed

DESCRIPTION: Documents submitted to the federal government by Clerk, Family Commissioner, and Office of State Court Administrator staff for reimbursement. Federal reimbursement is based on weighted workload study, time sheets and other various reporting documents.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8161

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010